

DEC 23 1985

MEMORANDUM FOR: Raymond J. Brady, Director
Division of Security
Office of Administration

FROM: Kathleen J. Hamill, Director
Division of Resource Management and
Administration

SUBJECT: SECURE COMMUNICATIONS FACILITY PROPOSAL

REFERENCES: a) Your memorandum, subject: SECURE TELEPHONE
SYSTEMS, dated September 13, 1985.

b) Region II SECURE COMMUNICATIONS FACILITY PROPOSAL, with
your approval thereof, dated December 2, 1985.

We greatly appreciate your forwarding us reference b) above as a guide in preparing a Region V proposal. We have revised our original submission in accordance with the guidance contained in reference a) above and the example contents of reference b) above and it is enclosed for your review and approval.

The Secure Voice Communications Center (SVCC) booth has been installed at Region V at the location indicated in the sketch enclosed with our proposal.

If you have any questions, please call Ida Alexander, Region V, FTS-943-3793.

Original signed
Kathleen J. Hamill, Director
Division of Resource Management
and Administration

Enclosure:
As Stated

cc w/enclosure:
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Draft

COORDINATION SHEET

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John H. Corley, Director
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OFFICE OF _____ OR REGIONAL OFFICE _____

Director

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Prepared by:

SECURE COMMUNICATIONS FACILITY PROPOSAL

1. Justification

It has been indicated that Region V requires secure telephonic communications capabilities to enable Region personnel to discuss both Classified information and Unclassified Safeguards Information in a timely and confidential manner with other NRC offices and licensees. Region V has inspection responsibilities for one category I fuel production facility and has the need to discuss both National Security Information and Restricted Data at the Confidential level. The need also exists for telephonic communications of Unclassified Safeguards Information with licensed power reactor facilities. Two specific areas, Material Control/Accountability and Physical Security, are covered by these restrictions and on occasion may require immediate discussion and resolution. This need can best be accomplished telephonically and must therefore be done over secure lines.

2. Duration and Nature of Activity

It is anticipated that this secure telecommunications activity will be a long-term, continuous, capability in support of the licensing and inspection activity at licensed facilities. As NRC licensees add secure voice systems to their capabilities, it will also be used for discussions of security matters with licensees. Dependent upon the specific activity involved and discounting the existence of any major events, the secure line may be used approximately three to seven times a month initially; with activity increasing as other NRC and licensee offices obtain the capability.

3. Glossary of Terms

Secure Voice Communications Center (SVCC) - Refers to the sound proof booth that contains the STU-II Model Secure Voice Terminal that will be located in the Region V Incident Response Center.

4. System Functional Block Diagram

No block diagram is provided for this installation as it is a single-unit installation with no extensions and no peripheral equipment.

5. Equipment

The STU-II Secure Voice System consists of one TSEC/KY-71 terminal assembly, two KYK-71 TSEC CIK assemblies, and one HYX-71/TSEC Deskset Assembly.

6. Communications Security

Region V Communications Security Program will be managed in accordance with the NRC COMSEC Material Control Manual, Manual Chapter 2301, Appendix Part III.

The Region V Telecommunications Security Program is based on the fact that telecommunications are susceptible to interception. To minimize this possibility, the Federal Secure Telephone Service KY-71 terminal will be used for all Classified and Unclassified Safeguards Information transmittals.

Access to COMSEC information is restricted to U. S. Citizens with "Q" level access authorization who require the information in the performance of their duties.

Physical restrictions for the windowless room where the COMSEC unit is located include an individually-keyed door; located within a separately controlled key lock area.

a. COMSEC Accounts, Custodian and Alternates

COMSEC Account 814009 has been established and will be a long duration, permanent requirement.

Region V Offices will hold COMSEC material which will only consist of the items described in paragraph 5 above.

COMSEC Custodian

Ida Alexander, GG-13, 554-36-5762, born 2/2/1929 at Oakland, California, Q Clearance, Telephone - FTS 463-3793, (415) 943-3793.

Alternate COMSEC Custodian

Matthew D. Schuster, GG-14, 563-38-8461, born 10/31/1931 at Tacoma, Washington, Q Clearance, Telephone - FTS 463-3780, (415) 943-3780.

b. COMSEC Control Officers and Alternates

COMSEC Control Officer

Arthur D. McQueen, GG-13, 432-52-8529, born 8/26/1934 at Opelousas, Louisiana, Q Clearance, Telephone - FTS 463-3770, (415) 943-3770.

Alternate COMSEC Control Officer

LeRoy Norderhaug, GG-14, 389-38-2982, born 5/12/1940 at El Paso, Wisconsin, Q Clearance. Telephone - FTS 463-3775, (415) 943-3775.

These individuals will be responsible for indoctrination of COMSEC custodians and all individuals engaged in COMSEC activities to ensure that they are all familiar with the requirements of NRC Manual Chapter 2301, Appendix Part III, "Security of Telecommunications."

These individuals will also:

- assure that reports are submitted correctly and promptly;

- assure proper handling of documents and system;
- prepare Emergency Plan for Protection of COMSEC material in accordance with MC 2301;
- prepare local standard operating procedures;
- prepare for and assist Agency COMSEC Custodian or SEC representatives in conducting annual COMSEC survey; and
- serve as point of contact with Agency COMSEC Custodian in relation to COMSEC activities.

c. COMSEC Material Accountability

Inventories of accountable COMSEC Material will be conducted semiannually, as directed by the National Security Agency (NSA).

Region V will meet requirements for "NRC COMSEC Material Control Manual," Enclosure 1, Manual Chapter 2301, Appendix Part III.

d. COMSEC Material Storage

When the STU-II Secure Telephone Terminal is activated and keyed, it is classified at the Top Secret level and will be attended at all times by designated, Q-cleared NRC personnel. If the terminal is to be unattended, it will first be unkeyed by removing the Crypto Ignition Key (CIK) and storing the CIK in an NRC-approved class 6 security container. When not keyed the equipment is an unclassified, COMSEC Controlled Item (CCI).

The unkeyed KY-71 will be stored in the special KY-71 security container provided.

e. COMSEC Training

Training literature was provided by Headquarters Telecommunications Branch, COMSEC Central Office of Record (COR). Formal training on COMSEC accounting is available at the Cryptologic Training Center. Also, NSA provides, upon request, COMSEC distribution and accounting briefings and workshops.

Training for Region V COMSEC personnel will be scheduled as training and time are available.

f. Message Handling

Message traffic via the secure communications link will be voice traffic only. No teletype or facsimile messages will be processed, nor will any voice traffic be recorded electronically.

Portions of classified conversations may be transcribed or committed to paper. If this occurs, these pages will be marked with the appropriate classification and afforded the appropriate level of protection as provided for in MC 2101 and the Region V Security Plan.

7. Physical Security

a. SVCC Location

The SVCC will be installed in the Region V Incident Response Center (IRC) located at 1450 Maria Lane, Walnut Creek, California 94596. The SVCC booth will occupy a portion of the IRC storage room which is kept locked with access controlled by the Emergency Response Coordinator and his supervisor. Access doors to the 4th floor IRC are locked at night. Only Region V employees and the custodial crew have access to the IRC during non-working hours.

When the IRC is unoccupied, the secure telephone will be unkeyed by removing the CIK and storing it in the NRC-approved Class 6 security container, and the SVCC will be locked.

b. Access Control

NRC cleared personnel occupying the below listed positions will be authorized access to and receive or dispatch classified and sensitive unclassified telecommunications through the SVCC. Others may be authorized by the Regional Administrator on an as needed basis.

Regional Administrator
Deputy Regional Administrator
Region V Division Directors
Chief, Nuclear Materials Safety and Safeguards Branch
Chief, Safeguards Section

Non Q-cleared persons with a valid need may use the secure telephone, but must be escorted at all times by a Q-cleared person on the access list. This includes remaining with the caller during the conversation.

c. Access by Unlisted Personnel

Cleaning and maintenance personnel will require an escort prior to being granted to the IRC storeroom. No other non-routine access is anticipated. Personnel not listed by title in 7.b., above, will not be permitted into the Secure Room when secure communications gear is in operation, except as provided for in 7.b., above.

d. Verification of Security Clearance

The COMSEC Control Officer or Alternate will be notified whenever the SVCC is required for use. The COMSEC Control Officer or Alternate will determine the clearance and reason for use and verify authorization by the Regional Administrator prior to certifying

access to the center by individuals other than those listed by title in 7.b. above.

e. Personnel Identification System

Access to the SVCC will be by personal identification or official NRC identification badge. When not in use, the facility will be locked and accessible only to those authorized to possess the combination.

f. Control of Combinations

The combination to the GSA container housing the Secure Communications Unit will be recorded, sealed in an envelope, and stored in the Safeguards Section GSA container for storage of Region V-held classified National Security Information.

Keys to the IRC storeroom will be controlled by the Region V Incident Response Coordinator. Keys to the SVCC enclosure will be controlled by the COMSEC Custodian.

g. Destruction

No printed material will be generated from the use of the STU-II equipment. It is perceived that the only classified documents maintained will be documents associated with the equipment. This material will be destroyed by use of an NRC-approved crosscut shredder or by burning.

h. Floor Plans and Drawings

Attached as enclosure 1 hereto is a diagram of the Region V IRC indicating location of the SVCC.

8. Standard Operating Instructions

a. Access Controls

The keys to locks permitting access to the SVCC will be provided by the COMSEC Custodian or Alternate only to the COMSEC Control Officer or Alternate or those personnel in positions listed in section 7.b., above.

Upon determination of compromise, or at least annually, the combination to the COMSEC GSA materials Storage Container locks will be changed.

b. Visitor Controls

Any individual entering the Region V office during normal working hours, and who is not a Region V employee, shall be considered a visitor. This includes contract maintenance personnel, building janitorial personnel, relatives and friends of Region V employees, etc.

In order to limit and control visitor access to the Region V office a registration, badge and escort policy is established.

9. TEMPEST Protection

a. Engineering and Installation Guidelines

The STU-II secure telephone equipment meets the requirements of NACSIM 5100, "Compromising Emanations Laboratory Test Requirements, Electromagnetics," and utilizes low level signaling. The equipment will be installed by GSA in accordance with chapters 3, 4, 5 and Appendix B of NACSIM 5203, "Guidelines for Facility Design and RED/BLACK Installation."

b. Sound Attenuation

The STU-II secure telephone equipment will be installed in a booth which is specified to meet or exceed the sound attenuation requirements of Sound Transmission Class (STC) 41.